

~~SECRET~~

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agenda items for 4th-Qtr OL Quarterly

FROM:

EXTENSION

NO.

C/IMSS/OL

DATE

3 Oct 86

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

AEO/OL (cy separately)

2.

DD/L (cy separately)

3.

D/L

4.

5.

6.

C/IMSS/OL

ATTN:

7.

8.

9.

10.

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12.

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14.

15.

John, you'd asked us to come up with some additional suggested topics for the next Quarterly, with emphasis on subjects that can help logs people do their jobs. At TAB A are all of the topics (including NPIC renovation, update on Coopers & Lybrand study, and the P&PD [redacted] which are still our #1 recommendations). At TAB B is a list of topics we've presented so far during the last year. And at TAB C is our 29 Aug routing sheet, w/your note.

The Quarterlies are scheduled for 1000, 21 Nov, in the HQ Aud, and 1000, 24 Nov, in 2C19, with the dry run at 1400, 13 Nov. With just over 5 weeks before the dry run, it would help all the participants if we could let them know the first of next week.

We'll be glad to discuss any of these with you.

**END!**

**BILL HANDCARRIED THIS BACK TO ME ON 10/10 INDICATING HE THOUGHT WE GOT JOHN'S ANSWER ON THIS DIRECTLY AND ACCORDINGLY DID NOT FEEL**

FORM 1-79 610 USE PREVIOUS EDITIONS

**IT RIGHT FOR HIM TO SEE THIS AGAIN.**

~~SECRET~~

10/10/86

## A G E N D A

## OL QUARTERLY

1000 hours, 21 Nov 86, HO Auditorium  
 1000 hours, 24 Nov 86, [ ] Building  
 (Dry run 1400, 13 Nov [ ])

Welcome

John Ray, D/L

Presentation of "Employee  
 of the Quarter" Awards

William Donnelly, DDA

7-10 min

\*Personnel items

P&amp;TS

5 min

NPIC renovation program  
 (Happenings during last 3 yrs due  
 to heavy OL involvement: decentra-  
 lized supply effort now centralized;  
 14-15 fulltime OL careerists; 150,000  
 sq ft added; old building totally  
 renovated -- and working on outside;  
 "before and after" slides).

C/Logs/NPIC

7-10 min

Update on the Coopers & Lybrand  
 study

PMS

7-10 min

P&amp;PD

and  
P&PD

7-10 min

Highlights of FY 86

IMSS

10 min

OL forum (questions and answers)

Open to all attendees

7-10 min

\* For variety, could be replaced by  
 film "CIA and its people."

"History of OL" or the PAO

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Possible topics for the 4th Qtr OL Quarterly

	<u>Topic</u>	<u>Presenter</u>	<u>Time</u>
25X1	NPIC renovation program (Happenings during last 3 yrs due to heavy OL involvement: decentralized supply effort now centralized; 14-15 fulltime OL careerists; 150,000 sq ft added; old building totally renovated -- and working on outside; "before and after" slides).	<input type="text"/> C/Logs/NPIC	7-10 min

(Note: Shows our support to another Agency component. Involved RECD, SD, and decentralized logs officers (team effort). Brings NPIC "to life" for the many logs people who know NPIC exists but little else about it (Agency "family"). Affords exposure to a decentralized logs officer (none featured in a D/L or OL Quarterly thus far). Can be reinforced with "before and after" photos (not always available). Is timely -- the renovation was recently completed. The renovations reversed a long-standing attitude that NPIC was an undesirable assignment because of the physical environment and working conditions. This makes it all the more a real accomplishment and one OL can be justly proud to have been a part of. This topic would be more effective now (Nov) rather than later.)

25X1	Update on the Coopers & Lybrand study	<input type="text"/> PMS	7-10 min
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(Note: Of concern to all procurement/contracting personnel. Timely. Component comments are back; our recommendations will have gone forward to the DDA and should be approved or disapproved by then. Not all need be addressed in this forum if inappropriate (e.g., personnel issues). Generally, OL has talked so much about this study, it's time we explained what's in it and what we propose to do about it. The past few Quarterlies have laid heavy emphasis on supply & FMD operations. We need to speak to a procurement issue for the benefit of that segment of OL.)

S E C R E T

S E C R E T

Possible topics for 4th-Qtr OL Quarterly (cont'd)

25X1 P&PD [ ] and [ ]  
P&PD 7-10 min

(Note: Timely; will be outdated if presented later. Emphasizes people -- and the contributions OL employees make, even outside their regular jobs. A good morale booster, recognition to [ ] and incentive for others to volunteer or to come up with ideas for similar projects. [ ] and [ ] presentation at the 27 Aug Weekly was well received and gave them practice in speaking before a group. They can update that info, based on their more recent TDY experiences. The Jun Quarterly featured [ ] of FMD on "the pneumatic-tube system"; the Aug Quarterly, [ ] FMD, on [ ] This would continue representation by our "blue collar" employees, who make up a large percentage of OL's workforce. P&PD's last topic was [ ] talk last year on "secure printing." It's time we featured another P&PD topic. We'd find few more interesting and inspiring than this one.)

Asbestos: What, where, why?

(where & how it was discovered, level of danger, what we're doing, importance of coordinating w/Logs Officers, impact of slippage)

25X1 [ ] RECD 7-10 min

(Note: Of general interest. Timely follow-on to planned Item of Interest for 12 Nov. Clarify situation; minimize fears; emphasize that we're taking care of the problem.)

Property turn-in and disposal of materials, including hazardous substances

25X1 [ ] SD/CD 7-10 min

(Note: Scheduled for the Aug Quarterly but not used because [ ] Will help those employees charged with PTI; of general interest to others. A suitable topic for anytime.)

S E C R E T

Possible topics for 4th-Qtr OL Quarterly (cont'd)

25X1 Transporting Agency-controlled  
materiel & equipment worldwide  
(highlights of the Task Force  
study re pouching)



CD

7-10 min

25X1 (Note: Agency pouch items are being rejected every day. Why? And what are  
we doing until the problem is solved? At what cost? Of widespread interest  
within OL. [redacted] hopes to complete the study by mid- or end-Nov. We can  
talk about the background and possible solutions, not about an approved  
solution or implementation.)

-----

25X1 Review of the second Wage-Board  
Mid-Career Course (where we've  
been/where we're going -- w/slides  
of participants)



P&PD

7-10 min

(Note: Shows OL as progressive; people-oriented. Might prefer to focus on a  
later running after course has been revised.)

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25X1 NHB Security Control Centers:  
Changes for Agency personnel  
(include plans for roadways)



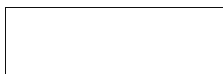
NBPO

7-10 min

(Note: A timely topic, of widespread interest to employees (and their  
families), both those working on the HQ compound and visiting, because of two  
important changes: (1) Employees who forget their badges will not be allowed  
into the compound without stopping at the SCC, being verified, and receiving a  
temporary badge. (2) Commercial buses will not be allowed beyond the front  
gate. The main-entrance roadway is scheduled to reopen in late Oct. Security  
area w/receptionist will probably be ready in Jan.)

-----

25X1 ADP: The OL "Genie"



IMSS

7-10 min

(Note: Overview (in layman's terms) of the various ADP applications  
available/projected for OL use; e.g., property passes, parking permits,

Possible topics for 4th-Qtr OL Quarterly (cont'd)

property pick-ups, escorts, EDR billing, equipment heating and loads, safes, space requirements, Supply Room inventories, typewriter tracking, work orders, personal-property claims, equipment monitoring/maintenance, domestic real properties, vehicles, packing data, TDY data, contract companies/employees, LOCS, LOTS, plus better-known systems such as CRAMS, CONIF, ASAPS, AWCS, FARS, ICS.)

ADP support to acquisitions  
(how & why computer systems inter-  
face to support Logistics needs,  
especially at year-end)

25X1

[redacted]

PMS

7-10 min.

(Note: Explanation of how the terminal operators handle acquisitions data on behalf of OL, w/examples from year-end closeouts. How CONIF-OL, CONIF-OF, FARS, FRS, GAS & ICS interface. Of primary interest to actual users in PMS, PD, SD, and decentralized contracting teams but an aid-to-understanding for all OL employees.)

The CDCC to date (design details  
as proposed; the CDCC Committee and  
its recommendations; present status)

25X1

[redacted]

FMD

7-10 min

(Note: The project architect was to present a model of the CDCC to the Committee on 4 Aug, for display at HQ. I have not coordinated this [redacted] who is at the FMD Planning Conf, 2-3 Oct. This topic would be of widespread interest. Is it politically acceptable?)

25X1

The focal-point system in action  
(an explanation of the system  
from both perspectives; how it  
works to support Agency needs).

25X1

[redacted]

SD, and a military  
focal-point officer

7-10 min

(Note: Of interest to all employees but will assist only those logs people who depend on the focal-point network. A good topic to use when there are none more timely.

Possible topics for 4th-Qtr OL Quarterly (cont'd)

-----  
Parking on the HQ Compound  
in 1988/89 (what the situation  
will be; what OL has to do to  
get there)

25X1

[ ]

FMD

7-10 min

25X1

(Note: [ ] is an upward-mobility employee who is converting to OL as a careerist and thus would be a good representative of that group of new employees. He just finished briefing the SSA/DDA on this subject, By October, FMD should have received the DDA's decisions on two parking issues now outstanding and, if so, would have adequate preparation time. However, this is two years in the future. It can just as easily be delayed until another quarter.)

-----  
Headquarters consolidation  
(what happens when we move into  
the New Bldg: OHB and outlying  
buildings; the thought process  
underlying the decisions to give  
up certain buildings)

25X1

[ ]

FMD

7-10 min

(Note: Too sensitive an issue at this point?)

25X1

Plans for OL in the NHB

[ ]

NBPO

10 or 20 min.

(Note: Modify NBPO's briefing (history of NHB effort + plans for OL) to fit time allowed. Of wide interest to all OL employees.)

25X1

History of OL

[ ]

20 min

(Note: Another topic of widespread interest. And Bob is a dynamic speaker. Because of our time limitations at the Quarterlies, however, might get maximum benefit from this by holding it until the next Logs Conference.)

S E C R E T

Possible topics for 4th-Qtr OL Quarterly (cont'd)

Film "CIA and its people"

20 min.

25X1 (Note: Filmed by P&PD. A general information piece; life in the Agency from its beginning until today. [ ] of PAO is sending a 3/4" video tape for our review -- and retention if we want it. The film itself is available for showing in the HQ Aud. Of interest to OL employees of any age/grade/position/length of service. Supports OL's "family/team" concept. Would replace two separate presentations. Possibly better used at the Logs Conference. Appropriate anytime.)

S E C R E T



Topics for OL Quarterlies, FY 86Oct 85

STAT

Allied's performance  FMD

Overseas facilities support (FB0) RECD

Secure printing P&amp;PD

STAT

Video update  RECD

Barcoding at CD SD

Mar 86

Support flights SD

STAT

 field support FMD

Effect of Gramm-Rudman B&amp;FB

Jun 86

Planning for the move to Reston RECD

PTPE revisited SD

Pneumatic tube system FMD

Aug 86

Armoring FMD

Property accountability SD

STAT

 SD

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Topics for 4th Qtr OL Quarterly (Nov 86)

FROM:	EXTENSION	NO.
25X1 [redacted]		
C/IMSS/OL		DATE
25X1 [redacted]		29 Aug 86

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1.	AEO/OL			Ⓟ
25X1	[redacted]			
2.	EO/OL	9/2/86		WLB
3.	DD/L	7/24/84		WLB
4.	D/L	4/9		WLB
5.				
6.				
7.				
25X1				
8.	C/IMSS/OL			
25X1	[redacted]			
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Although the next Quarterly is several months ahead, it's not too early to select topics and give the presenters, as well as P&PD, maximum time to develop their texts and graphics. Suggested agenda items are attached. They were chosen primarily for their timeliness, interest, and appeal to various OL components and employee levels. Alternate topics are listed on page 2.

Feedback from the 21-22 Aug sessions has been excellent. It looks as though we're finally on the right track.



*PTI and  
Focal pt  
okay - try  
some more pls  
Key Question - What  
is of value to assist the  
legislation in doing  
his job*

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## A G E N D A

## OL QUARTERLY

1000 hours, \*20 Nov 86, HQ Auditorium  
 1000 hours, \*21 Nov 86, [ ] Building

25X1

Welcome

John Ray, D/L

Presentation of "Employee  
 of the Quarter" Awards

William Donnelly, DDA

7-10 min

25X1

Personnel items

[ ] &amp;TS

5 min

NPIC renovation program  
 (Happenings during last 3 yrs due  
 to heavy OL involvement: decentra-  
 lized supply effort now centralized;  
 14-15 fulltime OL careerists; 150,000  
 sq ft added; old building totally  
 renovated -- and working on outside  
 "before and after" slides).

25X1

[ ] C/Logs/NPIC

7-10 min

25X1

Update on the Coopers & Lybrand  
 study

[ ] PMS

7-10 min

25X1

P&amp;PD

[ ] and  
&PD

7-10 min

25X1

4th Quarter highlights

[ ] IMSS

10 min

OL forum (questions and answers)

Open to all attendees

7-10 min

\* Approximate dates; to be confirmed based on D/L & DDA scheduling and  
 25X1 availability of HQ Aud and [ ]

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Other possible topics

- 25X1

\*Property turn-in and disposal of materials, including hazardous substances

SD/CD

7-10 min

✓
- 25X1

RECD overseas support

RECD  
RECD-

7-10 min
- RECD-Inman: Where we stand

RECD  
*Typ. of F120*

7-10 min
- 25X1

The focal-point system in action (An explanation of the system from both perspectives; how it works to support Agency needs).

SD, and a military focal-point officer

7-10 min

✓

\*\* Originally scheduled for 21-22 Aug OL Quarterly.

Recommend alternate topics be delayed until another quarter, since they are not perishable.